

**Treasury Documentation****Subject:** Departures**For:** EMPLOYEE HANDBOOK**Also See:** Civil Service Regulations

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**Departures**

An employee who intends to leave the Department of Treasury should give at least two weeks notice to his or her supervisor and contact the Office of Human Resources (HR) to receive departure forms. On the employee's last day, the supervisor must fill out form 3917 EMPLOYEE DEPARTURE CHECKLIST and obtain the employee's identification card. The supervisor submits 3917 and employee's ID card to HR for processing (for Operations Center employees, ID card may be turned in to the HR Training Office). HR will notify Department of Management and Budget (DMB) to disable ID/access cards.

HR will complete and submit to Department of Information Technology (DIT) form DIT-0161 NETWORK USER ID REQUEST to delete the employee's network access. The employee's supervisor is responsible for completing security form 4304 DEPARTING EMPLOYEE SECURITY ACCESS RIGHTS DELETION REQUEST and submitting it to the Security Division.

An employee with unused annual leave credits will receive payment for those credits in his or her final paycheck. The employee's separation date will be the last date worked. Annual leave cannot be used to extend the separation date. Eligible employees will be provided form CS-1499 APPLICATION FOR CONTINUATION OF INSURANCE BENEFITS.

**End**